

Minutes of the Housing Authority of the County of Dodge 1

The Dodge County Housing Authority met Wednesday, May 24, 2017 in the board room of the Housing Authority office located at 491 E Center Street, Juneau, Wisconsin.

The meeting was called to order at 8:30 am by Glenn Stousland, Chairman.

Roll Call: Glenn Stousland, Chairman, Shirley Kitchen, Mary Reak, Eugene Wurtz Excused: Ken Neumann

Also Present: Donna Braun, Executive Director. Jamie Rhodes absent.

Pledge of Allegiance

Verification of proper meeting posting

Motion was made by Mary Reak to approve the agenda. The motion was seconded by Shirley Kitchen. Motion carried.

Motion was made by Mary Reak to deviate from the agenda. The motion was seconded by Shirley Kitchen. Motion carried.

Election of Officers - The Chairman, Glenn Stousland, turned the meeting over to the Vice Chair Shirley Kitchen. A nomination was made by Mary Reak to elect Glenn Stousland Chairman. The motion was seconded by Eugene Wurtz. There were no further nominations. A motion was made by Mary Reak to close the nominations. The motion was seconded by Eugene Wurtz. Glenn Stousland was elected Chairman by unanimous ballot. Motion carried.

The meeting was returned to Chairman, Glenn Stousland. A nomination was made by Eugene Wurtz to elect Shirley Kitchen Vice Chairperson. The motion was seconded by Mary Reak. There were no further nominations. A motion was made by Eugene Wurtz to close the nominations. The motion was seconded by Mary Reak. Shirley Kitchen was elected Vice Chairperson by unanimous ballot. Motion carried.

Motion was made by Eugene Wurtz and seconded by Mary Reak to dispense the reading of the April 26, 2017, minutes and approve them as presented. Motion carried.

Public Forum- none

Communications- Thank you note from Ken Neumann for the gift basket.

The Financial reports were reviewed. A motion was made by Shirley Kitchen and seconded by Mary Reak to approve the financial reports as presented. Motion carried.

Bills for Dodge 1, 6, OGLLC, HA and HUD were presented. The board reviewed Dodge 1 check numbers 5766 & 5772. A Motion was made Mary Reak and seconded by Eugene Wurtz to approve the bills and pay as due. Motion carried.

Unfinished Business:

Dodge 1, 6 and OGLLC Occupancy Report for period May 2017.

Theresa	12-12	Burnett	12-11	Iron Ridge	8-8	Waupun	48-45
Ashippun	12-12	Lowell	12-12	Juneau	15-14	Oak Gove	24-22
Reeseville	14-13	Hustisford	14-13	Beaver Dam	17-12		

Progress report on Housing Choice Voucher Section 8 Program: Vouchers – 123 + 0 port out

Occupancy report- Reviewed details of occupancy report.

Maintenance report- Apartment Remodel & Regular Maintenance. Report of carpet replacement schedule.

Tenant/Program participation report- Reviewed details of Tenant/Program Participation Report

Management-Jamie is at HQS training. Working on web page information to roll out new site with Steamroll. Submitted lead paint survey to Office of Inspector General. Responded to Rural Development letter regarding recapture of 2 units of RA in Dodge 1. OGLLLC insurance policy nonrenewed as current carrier no longer covering Housing Authorities. Working on other insurance coverage.

Old Business:

- A. CD investment rates for Oak Grove Reserve Accounts- A motion was made by Shirley Kitchen to secure the best rate at Horicon Bank to transfer funds to CD accounts. The motion was seconded by Mark Reak. After additional review the board accepted a rate of 1% for 13 month CD. Motion carried.
- B. Vehicle Policy – board discussed. Donna will gather additional information for further discussion.

New Business:

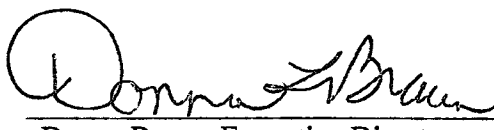
- A. Election of Officers
- B. SEMAP Approval – After review a motion was made by Shirley Kitchen to approve the SEMAP certification as submitted. The motion was seconded by Mary Reak. Motion carried.
- C. A133 audit bid – A motion was made by Eugene Wurtz to accept the Engelson & Associates bid to perform the audit not to exceed \$10,300. The motion was seconded by Mary Reak. Motion carried.
- D. Ashippun parking lot – The board authorized Donna to contact an engineering firm for assistance in proposal of an appropriate resolution.
- E. Credit custodial risk bank changes – A motion was made by Shirley Kitchen to transfer \$200,000 to a CD account at the best rate available and \$60,000 from the F & M D6 reserve account to an existing National Bank of Waupun D6 reserve account. The motion was seconded by Mary Reak. Motion carried.
- F. HUD year end – The board reviewed 3/31/17 reports for administrative and HAP funds. A motion was made by Mary Reak to approve the reports as presented. The motion was seconded by Shirley Kitchen. Motion carried.
- G. D6 Year End – tabled
- H. OGLLC Roof Replacement Bids – The board reviewed the bids submitted. Donna will gather additional information for further board review. A motion was made by Shirley Kitchen to accept Brad's Construction bid for OGLLC Building A roof replacement pending references. The motion was seconded by Mark Reak. Motion carried.
- I. MPR bids – The board reviewed the bids for Juneau parking lot light replacement. A motion was made by Mary Reak to accept the bid from Wegener Electric & Plumbing. The motion was seconded by Eugene Wurtz. Motion carried. The board reviewed bids for parking lot sealing. A motion was made by Shirley Kitchen to accept the bid from Beaver Companies LLC for all locations. The motion was seconded by Mary Reak. Motion carried.

* The next meeting of the Dodge County Housing Authority is scheduled June 28, 2017 at 8:30a.m.

A motion was made by Eugene Wurtz to adjourn. The motion was seconded by Mary Reak. Motion carried.

Meeting adjourned at 10:15 a.m.


Glenn Stousland, Chairperson


Donna Braun, Executive Director